

WRITING SKILLS

LETTER WRITING

Forms of Letters:

1. Informal : Personal such as to family and friends.
2. Formal/Official - Formal letters are written in an official capacity. These include letters to the editor, letter of complaints, enquiries, requests, application etc.
3. Business letters: Business letters are addressed to business firms for business purpose.

Format of Letter (Informal Letter)

1. 24/2 Ganeshpura
Ratanada, Jodhpur
December 15, 2016
2. My Dear Anjana
3. I was glad to get your letter yesterday. Thank you so much. I was very happy to know that you got 85% marks in class 10th. But I also know that you are very careless about your health.
As you know that healthy mind lives in a healthy body. So you should always remember about it. You should pay attention to your health.
4. Give my regards to uncle and aunt.
5. Yours sincerely
6. Saroj

Format of a letter (as pointed above) :

1. **The Heading :** It consists of the writer's address and the date of writing the letter. The address is written at the top left or right hand corner of the page and the date is put just below it.
2. **Salutation or courteous greeting:** It is the form of greeting written a little below the date and on the left side of the page. The form of greeting depends upon the relation in which you stand to the person to whom you are writing. The first and the second word of salutation are capitalized. If there are three words, the second one is not capitalized e.g. Dear Sir, Dear Father, My dear Pawan.

3. **Body of the Letter:** This is the main part of the letter in this part we write the message or communication. It should be written in simple or direct language. It should also be divided into paragraph.
4. **Courteous leave taking:** In formal letters use thanks. In informal letters you may use ‘With best regards/wishes/Love to etc. as per your terms with the person you are writing to.
5. **The subscription:** It is written below the courteous leave taking phrase on the left side of the page. This also depends on the degree or relationship between the writer and addressee.
In formal letters : Yours faithfully
In informal letters : Yours sincerely/Yours truly
6. **Signature :** Put the signature below the subscription.

Forms of Salutation and Subscription

Relation	Salutation	Subscription
1. Blood Relation	My dear Father, Mother, Brother etc. or Dear Brother, Sister etc.	Yours affectionately or Yours loving son, daughter, brother etc.
2. Friends	My dear Ramesh Or Dear Ramesh	Yours sincerely Yours truly
3. Officers or strangers	Sir	Yours faithfully
4. Teachers Headmasters Principals	Sir	Yours obediently Or Yours faithfully

EXAMPLE

1. **You are Mahendra living at 176, Malviyanagar, Jaipur. Write a letter to your father that you are working hard for your examination.**

Ans. 176, Malviyanagar

Jaipur

December 10, 2016

Dear Father,

I received your letter yesterday. I know that you are very worried about my studies. But I want to assure you that my study is going well. I do not waste my time in idle gossip. I regularly attend my classes in school. My teachers guide me well.

I complete my home task regularly. In the second terminal test, I was the topper in the class.

With best regards to mother and love to Harshita.

Yours affectionately

Mahendra

EXERCISE

1. You are Suresh residing at 135, Shastri Nagar, Jodhpur. Write a letter to your father requesting him to allow you to go on a historical/educational tour and send some money for the same.
2. Write a letter to your brother about the choice of a career.
3. Imagine that you are Vipul living at Rani Bazar Bikaner. Your uncle sent you a dictionary as birthday gift. Write a letter to thank for the gift.
4. Suppose you are Radhika living at Ridhi-Sidhi Colony, Sri Ganganagar. Your friend Sushmita has failed in the Secondary Examination this year. Write a letter expressing your sympathy to her.

Writing a letter of complaint (formal letter) :

Suppose you are Vinay. You are writing to complain about a defective purchase. Your letter should be something like this:

The Manager address

The Electrical... date

Dear Sir,

On date I purchased from your shop a vacuum cleaner (give name of the make, the name of the Model, the serial number if you can read it) for Rs.

It does not work. Could you please arrange to have it put in order?

Yours faithfully

Signed

(Vinay)

REMINDER

Perhaps no action has been taken and you have to write again. You should document your case as much as you can. If you have a spare copy (or can make one) of the first letter, enclose it.

Your letter should now run something like this:

The Manager address

The Electrical... date

Dear Sir,

Would you please refer to my letter (or letters) of(date or dates) copy (or copies) of which is/are attached.

I have received no answer so far.

Do you want me to report the matter to the Consumer Forum? I would be grateful for an answer within a week.

Yours faithfully

Signed

(Vinay)

... Enclosures (give the number)

By enclosing the copy of previous correspondence you make it impossible for the Manager to plead ignorance. Even if he did not receive your letter dated. . . , he now has before his eyes a copy of it. By writing 'Enclosures,' and giving their number (you may have written many times) you make it impossible for someone in the office to throw away the carbons. If they get separated from the letter by mistake, they will be looked for.

2. Write a letter to the collector of your district complaining the misuse of microphones (loudspeakers) in examination days:

Ans. 59 L Block,
Sri Ganganagar.
March 7, 2016

The District Collector

Sri Ganganagar.

Sub. : To ban the use of loudspeakers

Sir,

Most respectfully I beg to draw your kind attention towards misuse of loud speakers in the city. It is the peak time of the board examination. The students need a peaceful atmosphere to prepare well for the examination.

But unfortunately there are some shopkeepers who blare loud speakers from morning to midnight in order to attract the customers.

So please you are requested to issue orders to ban the use of micro phones in the city until the Board Examinations are over.

Thanking you

Yours faithfully

Rohit

WRITING A JOB APPLICATION

This may involve you in filling in a form, in which case treat it in the same manner as an official letter. Suppose you are applying for a job in answer to an advertisement in the press. Construct your letter in such a way that it helps the selector to get at the key facts. It pays.

Write a covering letter saying where you saw the advertisement and the date on which you saw it; this shows you are systematic.

Give your reasons for applying and, if already employed, why you want to change. State any points which may be in your favour, such as willingness to go abroad, driving experience and outside interests.

Give the names and addresses of at least two people who can be contacted for references. This is very important. Preferably your last employer, or the present one. Your headmaster or your tutor. And one responsible person who has known you for a long time. You must, of course, ask these referees beforehand whether they are prepared to vouch for you.

Enclose a passport size photograph of yourself (with your name written on it).

On a separate sheet with your name, address and telephone number give your curriculum vitae, i.e. all the relevant factual information about yourself.

1. Give your age (you may be too young or too old to be considered).
2. Give your nationality (it may be important because of work permits or for other reasons).
3. Give your marital status (married applicants may be preferred or excluded).
4. Give your education with the name of your school, college, university, the dates you were there in brackets after each. Then give the subjects you studied and your grades.
5. Give your experience: list the jobs you have done with the dates in brackets.

This is how the letter of application with its enclosures should look.

The Managing Director	address
	date
Dear Sir,	
In answer to your advertisement in The Times of India, I wish to apply for the position of Personnel Manager.	
I am 29 years old, Indian, unmarried.	
My reason for applying to you is that I feel the need for change. Uttam Steel is a small family firm which does not offer enough scope for promotion.	
For references please contact my present employer, CEO, Uttam Steel (address).	
Yours faithfully	
signed	
(Rakesh Kumar)	
Enclosed: 1 passport photograph and my curriculum vitae.	

CURRICULUM VITAE (on a separate sheet)

Name : Rakesh Kumar

DOB : 1 March, 1995

Marital Status : Unmarried

Schooling : Adarsh Vidhya Mandir Sr. Sec. School, Sri Ganganagar

N.C.C. : 'C' Certificate in Grade A

Certificate : Computer : O Level

Experience : Joined as a clerk in Uttam Steel Ltd. Pune on July, 1, 2015

E-MAIL WRITING

E-mail is so convenient that it is tempting to use it on all occasions. E-mail is especially suitable when,

you are making a simple request,

you are sending some simple information

The word 'e-mail' is the short form of the 'electronic mail' which can only be sent from one computer to another using an Internet connection and a mail browser. Of course you and your receiver both require mailing addresses which are unlike our conventional postal addresses. An e-mail address, commonly known as **e-mail ID**, is like:

abc@sancharnet.in (sender of the e-mail)

xyz@sancharnet.in (receiver of the e-mail)

You can have your e-mail ID by buying an Internet connection or by creating it on many web-sites which offer you a free e-mail ID.

One has to be very careful while writing any e-mail ID because a single error will not send your e-mail and it will bounce.

"Addressing the receiver or salutation:

It is not strictly necessary to address the receiver as you would in a letter. But if you are sending a message to someone that you feel is in a higher position and you know his/her name, you may want to begin with, for example, 'Dear Mr. Gupta' or 'Dear Ms. Aiyer'. Avoid guessing people's names or gender. If you are sending an e-mail to someone in their official capacity use 'Dear Sir' or 'Dear Madam' as the case may be.

Making requests:

The first e-mail you send is the most important and it is likely to be a request of some kind. When making a request it is crucial that you provide all the information needed for the receiver to make a decision. You could follow this model:

Explain who you are

Explain how you found out the name and e-mail address of the receiver.

Explain the background to your request.

Make the request.

Explain how you would like the receiver to respond.

To abc@sanharnet.in

cc

bcc

Sub.: Online purchase of book - Communicative English Grammar

Dear Sir

I am a student of Secondary class of Nosegay Public School, Sri Ganganagar.

I got your email ID from the catalogue of the books brought out by you. A book titled 'Communicative English Grammar' also appears in that catalogue which I shall like to buy. I write this to request you to send a copy of the same. I promise to pay the required amount to the delivery-man at the time of the delivery of the same.

My postal address is as follows:

Sunil,

132-G-Block, Sri Ganganagar (Rajasthan)

Thanking you

Yours faithfully

Sunil

Language and Style:

1. Keep your messages as short as possible and use short paragraphs-people do not like to read long messages on a computer screen.
2. Try making each paragraph informative and self-contained and avoid using too many pronouns, and do not assume that the receiver remembers what you have written in an earlier e-mail.
3. Check your grammar and spelling-do not assume that accuracy does not matter in e-mail.

4. Never send an email IN CAPITALS THROUGHOUT. It is deemed to be the equivalent of shouting. Use single line spacing with an extra line between paragraphs.
5. There is no need to write the date of sending the e-mail as the date and time of sending it is automatically generated and displayed on the computer of the recipient.

Reply to the above e-mail by the publisher:

To xyz@yahoo.com

cc

bcc

Sub.: **An enquiry about a book - Communicative English Grammar**

Dear Sir

Thank you very much for your mail. Your order has been executed and the book titled 'Communicative English Grammar' has been sent to you quick delivery is ensured.

We look forward to serve you more.

Thanking you

Yours faithfully

Sameer

Manager (Sales)

Note: For writing personal or informal e-mails follow the personal pattern and style of writing as is adopted while writing personal or informal letters.

EXERCISE

1. Dr. S. Bansal is the Director of the School of Management, Amrawati. Write an e-mail to him asking him to send you the details about the PGDBM courses his institution runs.
2. Write an e-mail to a news channel congratulating and thanking it for a very good talk it telecast on the uses of the Computer Technology.

3. There is an online Group of Doctors. Its e-mail address is : doctorsgrcupt.yahoo. zroupsocom Write an e-mail to the Group members asking them to give you the latest information on the development of any new drugs for diabetes. You can address the Group members as 'Dear all'.
4. Write an e-mail to the Director, Education, Rajasthan requesting him to make your school the venue for organising the next State Level School Wrestling Championship. His e-mail address is : directoredu@raj.nic.in

PARAGRAPH WRITING

A paragraph deals with one particular point of a subject communicated through logically built and grammatically correct sentences. While writing a paragraph the following points should be kept in mind:

1. **Theme :** The writer should remember the main theme of the paragraph and focus attention on it. Do not mention other topics in the paragraph.
2. **Unity :** A paragraph is kept in balance by using logical arguments. If there is a cause of something mentioned in the paragraph, it should have the effect also.
3. **Variety:** Use familiar nouns, adjectives or adverbs. To avoid boredom, different types of sentence structures should be used. Don't begin your sentences with the same noun/pronoun, e.g., He says that, He thinks that, He tells that and so on. Such sentences show the poor performance of the writer.
4. **End:** The end should not be sudden. The thought with which the paragraph begins should have the conclusion also; for example, if the paragraph begins with the description of a disease, it should end with some suggestion to treat the disease or with an advice of precaution about it.

How to attempt writing a short paragraph:

You may be asked to write a short paragraph on a given outline/topic in about 60-70 words.

Writing a short paragraph essentially differs from writing larger paragraphs. While writing a short paragraph, particularly when an outline has been given, the writer has to be much careful because ignoring the points given in the outline will

negatively affect your performance. So, be careful in attempting the short paragraphs.

Example

Write a paragraph in about 60 words on the importance of Ayurvedic Medicines. You may use the following points:

- i) natural
- ii) cheaper
- iii) no side effects
- iv) in favour of Swadeshi Movement

Ans. India is the birth place of the Ayurveda which is devoted to physical as well as mental health of individuals. The ayurvedic medicines are prepared from natural properties like herbs, tinctures of plants, powder of roots, and herbal concoctions, they are easily absorbed in our bodies. Since their ingredients are natural. They do not produce side effects. As compared to the allopathic medicines the Ayurvedic medicines are cheaper. If we buy these home-made medicines, the profit goes to the native manufacturers. This process will be beneficial for the Indian economy.

EXERCISE

Write paragraphs on the following topics each in 60 words:

- 1. Swachh Bharat Abhiyan
- 2. Demonetisation
- 3. GST Bill
- 4. My school library
- 5. My class teacher
- 6. My favourite book
- 7. A historical tour
- 8. Importance of trees
- 9. Protection of animals
- 10. Corruption as a social evil

UNSEEN PASSAGE

An unseen passage from a book/magazine/journal/newspaper set to test the

student's ability to understand language is a very popular practice in examinations. Not only in the regular examinations of the education Boards and the universities, the unseen passages are set in the papers of the competitive examinations conducted by the State Service Commissions, the Staff Selection Commission, the Union Public Service Commission and the various other agencies including the banks. The aim of an unseen passage, also known as comprehension passage, is to know about the level of the students/examinees about their understanding of the given text, its meaning, its grammar and vocabulary. Since the students have not read this piece of literature during their regular studies, and that they are confronted with it for the first time in the examination hall, some difficulties naturally arise. So, the students are advised to consider the following points before attempting an unseen passage:

1. Read the passage carefully without hesitation.
2. During the first reading of the passage, try to get the central idea of the message given in it.
3. Do not be afraid if you don't know the meanings of a few words in it. In spite of a few difficult words in the passage you will be able to understand its main theme.
4. Read the questions given below the passage. Some of the doubts will be clear after reading the questions.
5. Read the passage for the second time, now keeping the questions in mind. Try to underline the parts which you consider to be the answers.
6. Answer briefly in your own language. Do not copy the original lines from the passage.
7. Long answers should be avoided.

EXERCISE

Read the passage carefully and answer the questions given below:

Under the influence of English education and the line of analytical and scientific thought, young Narendra, in his college days, turned agnostic for sometime. He had a strong desire to test the validity of the spiritual teachings. He confronted

many religious teachers with his question; “Have you seen God?”, but was not satisfied with their explanation or reasoning and was in search of someone who had seen God face to face. He met such a person in Sri Ramkrishna, who replied “Yes, my child, I have seen God as I see you, but more intensely. I talked to God I have talked to God more intimately than I am talking to you.”

About the faith in God, “Swami Vivekananda said at the Chicago Parliament of Religions” Whatever may be the position of philosophy, whatever may be the position of metaphysics, so long as there is such a thing as weakness in the human heart, so long as there is a cry going out of the heart of man in his very weakness, there shall be a faith in God.”

1. Why did Swami Vivekanand become doubtful about the existence of God?
2. What was the attitude of Vivekanand towards the spiritual teachings?
3. How did Sri Ramkrishna satisfy Vivekanand?
4. What was the essence of the speech of Swami Vivekanand delivered at the Chicago conference?
5. The word ‘agnostic’ means:
 - (a) a believer in religion
 - (b) a critic of religion
 - (c) a person doubting the existence of God
 - (d) an admirer of religion
6. The word ‘metaphysics’ means:

(a) physical science	(b) study of metals
(c) study of spiritualism	(d) study of chemicals
7. Write words from the passage which means:

(a) came face to face	(b) dearly
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